Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Cordillera Administrative Region
40 North Drive, Baguio City

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2025-04-379
End-user: STU/PAG-ABOT
Name of Project:

RFQ No.: 2025-12-976
Date: DEC 0 4 2025
ABC ₱120,000.00

Catering Services for the Beneficiaries of Pag-abot Program at Regional Processing Center -2ND POSTING

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam:

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before DEC 0 9 2025 **12:00NN.**

RINA CLAIRE L. REYES
Vice Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED.**
2. For unit price/s , quotations with a **dash or zero shall be deemed free of charge.**
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component.**
5. Payment terms is charged on account.
6. If necessary, the BAC through the TWG, may require an occular inspection of the venue/place of business/goods being offered.
7. Delivery of Goods / Services is **as indicated** in the next page.
8. Price validity shall be for a period of **120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier.**
9. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:

a. Updated Mayor's / Business Permit

b. PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)

- **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
- **Official Receipt or Invoice (as applicable) issued by BIR(a mere picture of the receipt can suffice)**

10. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
11. Suppliers/Contractors who **refuse to accept correction of *price offer* after Bid Evaluation may be disqualified.**
12. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications** and the **terms and conditions** stated herein.
13. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the Omnibus Sworn Statement prior to issuance of Award / Purchase Order with ABC amounting to P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement .
14. Upon **approval of the Purchase Order (PO),** the Procurement Section may send or forward the a**pproved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address or upon notification of the winning bidder that the approved Purchase Order is available for confirmation. Failure to submit the confirmed PO within the 3-day period may cause the automatic cancellation of the PO.**
15. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities *to be conducted by DSWD-CAR.***
16. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
17. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25123, 0969-572-9176** or email address **bacsec.car@dswd.gov.ph.**

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	**Catering Services for the Beneficiaries of Pag-abot Program at Regional Processing Center -2ND POSTING**				
	TENTATIVE DATE: DECEMBER 6-31, 2025				
	BREAKFAST/LUNCH/DINNER	**400**	**serving**		
				TOTAL	

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	A. Meals should be packed individually and packed in a properly sealed Paper Food Box / Paper Bowl, and should be accompanied by disposable wooden cutleries/utensils and tissue.	[ ]	[ ]	
	B. Packed meals with three viands (2 meat/fish and one vegetable), soup, dessert, and a glass of healty or natural fruit infused drinks; PM snacks are preferably healthy or indigenous with glass of coconut water or natural fruit infused drinks. Portioning of meals are as follows: a. For meals : 1 cup of rice, 1 serving of vegetable, 2 serving of meat/fish Note: creamer, sugar and the like are preferred to be in a canister rather than in sachet to comply with green procurement. On the other hand, serving or portioning is based on appropriate and applicable standard measurement/servings.	[ ]	[ ]	
	C. Inclusive of free flowing brewed coffee/lemon grass tea and mineral water.Coffee/tea must be served on an earlier time as set/scheduled by the end user.	[ ]	[ ]	
	D. In case that the number of pax for the issued Purchase Order is 15 pax and below, the terms are as follows: 1. The meals to be delivered should be packed and drinks will either be bottled juice or juice in tetra pack; 2. Free flowing coffee is waived for an issued Purchase Order with 15 pax and below. 3. Garbage collection for issued Purchase Order with 15 pax and below, will be the responsibility of the end user.	[ ]	[ ]	
	C. The delivery of services will be on **staggered/installment basis. The number of pax per day will be coordinated by the End-User/Organizer.**	[ ]	[ ]	
	F.The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control (i.e. force majeure, fortuitous events, etc).	[ ]	[ ]	
	G. The winning bidder shall be notified by the end user at least three (3) calendar days prior to the conduct of activities. The place of delivery of the goods / services is within **PUROK 15, AGRO, IRISAN, BAGUIO CITY.**	[ ]	[ ]	
	H. Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[ ]	[ ]	
	PAYMENT SHALL BE MADE EVERY AFTER CONDUCT OF ACTIVITY AND THRU LANDBANK OF THE PHILIPPINES			

• Award shall be made per: ☒ Lot basis ☐ Total Quoted Price

Note: NO GIFT ALLOWED. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Name of Firm/Dealer/Contractor: _____
Office Address: _____
Owner's/Proprietor/President's Name and Signature: _____
Contact Number/s: _____
Email Address: _____
For Authorized Representative,kindly indicate the following: _____
Name and Signature: _____
Contact Number/s: _____
PhilGEPS Registration Number: _____

MEL/richi

_____
Name and Signature of Canvasser